

Checklist for IPATS Retrieval of COVID 19 positive or suspected cases

Pre transfer:	
Team brief:	
Requirements, sequence to achieve safe transfer	
Familiar with PPE donning and doffing procedure	
PPE for every staff member, 2 sets for Ambulance technician (ICO)	
Plastic bags for mobile phones available in critical care ambulance (CCA)	
In-line suction catheters and blue ET clamps available in CCA	
PPE:	
Droplet resistant gown	
Gloves	
Alcohol gel	
Disposable bin bag	
FFP 2 or 3 mask	
Goggles	
Local team request: (phone ahead)	
Provide PPE for several change for all team members	
2 sets of notes/ photocopies (one clean/ one dirty)	
Inform parents about expected procedure	

At local hospital:	
Handover, briefing by local team outside room	
Review equipment to take into patient room	
Notes only clipboard and pen	
Remove unneeded items from IPATS trolley prior entering patient room	
Leave personal items, mobiles, clothing in anteroom or with clean person.	
Agree team member to be clean person / runner	
Agree on communication / contact between clean person and team	
Donn PPE prior entering patient room Use PPE from local hospital if possible, should consist of same as above mentioned	
Check each team member that PPE appropriate and donned correctly	
Patient management:	
Inform patient and parents about requirement and sequence	
Filter between T circuit and mask/ ETT	
Filter between ETT and ventilation tubing	
Trolley should enter the room only when patient ready to transfer	
Doors remain closed 20 min post Aerosol Generating Procedure	
Ventilator change: Done as soon as possible on arrival	
Set Hamilton Ventilator and place on standby	
Preoxygenate patient (unless contraindicated – ie Congenital cyanotic heart disease)	
Pause Ventilation	
Clamp ETT (blue clamps available in CCA)	
Connect to MIE circuit with HMEF attached if open suction/physio required	
Unclamp and treat patient as required	
If treatment completed/not required insert inline suction catheter	
Insert inline suction catheter	
Connect to transport ventilator	
Start transport ventilator & ensure adequate ventilation	
Avoid opening doors for 20min following last disconnection where possible	

Leaving local hospital:	
Wait 20 min. post last disconnection (minimize disconnections)	
IPATS team take time if required to drink, eat, toilet (doff and re-don PPE)	
Discuss requirements and sequence for safe retrieval	
Perform pre departure patient & equipment checklist	
Check that each team member have appropriate PPE and donned correctly	
Inform local staff to open doors/push buttons	
Ask hospital to clear exit route, local staff open doors, push buttons	
ICO to remove PPE once team secured in ambulance	
In transfer:	
Agree on line of communication (IPATS phone) to contact receiving team	
Do not remove masks, gowns or gloves	
No eating/drinking while in PPE	
Bio hazard bag for contaminated refuse	
Cabin window must not be opened during transfer	
Arrival receiving hospital:	
ICO ask security to clear arrival route, open doors, push buttons	
ICO to don full PPE	
ICO to open ambulance and assist team	
Agree on equipment to take into receiving hospital	
Local security to watch ambulance	
Ask PICU to have cleaning equipment, bio hazard bag and alginate bags available in patient's room	

Handover:	
IPATS team and receiving team in patient's room & close doors	
ICO can leave to clean vehicle (ambulance venting 1hour prior cleaning)	
All staff conform to PPE standard	
Preoxygenate patient	
Pause transport ventilator	
Clamp ETT	
Transfer patient to PICU bed	
Connect to hospital ventilator	
Handover patient	
Team: If anteroom available transport trolley/ equipment can be cleaned in anteroom. If no anteroom wait 20 min. in room, clean trolley/equipment and then remove from room. Make sure no further disconnection has occurred	
Clean ACR, place in bio hazard bag. ICO to bring and wash in Cherry Orchard (60 degree wash)	
Complete checklist	
Complete paperwork & leave with patient until Covid result confirmed.	
Doff PPE as per guideline	
Give a final clean/wipe to IPATS trolley outside patient room	
Team uniform:	
When changing, place full IPATS uniform in alginate/bio hazard bag	
Uniform can be washed as normal at a 60 degree wash <u>or</u> at a 40 degree wash once dried in the tumble dryer	